

## HCM 1998-1999 Archives

### 12/08/1999 - December Online System Availability

The HRMS online system will continue to be up each Saturday in December from 8:00am until 6:00pm, with the exceptions of Saturday, December 10 and 25. The system will be available on December 27. Batch flows will be run on Dec. 27, 28, 29, and 30 but not on December 31. Download into a Word doc a calendar showing HRMS System Availability through December.

### 12/07/1999 - Employee Status Report

A new HR report, EMPLOYEE STATUS REPORT (# 0116X), is now available. It will list employees in alphabetical order and may be requested by company, department Id, or mail-drop order. Those employees with access to request the Employee Position Budget Status report will also be able to request this additional report. The navigational path to request the report is: GO, Administer Work Force, Administer Work Force US, Report, Employee Status Report. Enter your company number and select a sorting order. Run the Process to produce the report. If you have any questions on how to request the report, please call the Help Desk.

### 12/07/1999 - Current Year Budget Projections

Budget Officers: Current Year Budget Projections can now be requested, as fiscal year-to-date amounts for agencies in payroll run group B have been corrected, and FICA calculations on both the current and next year projections for those employees with projected salaries over \$76,200 are expected to be completed today. Call the Help Desk with questions about how to request either of these reports.

## 11/30/1999 - Personal Leave Eligibility

Personal Leave Eligibility will be run for the first time in Phoenix the night of December 7, 1999. It is critical that prior to December 7th, all November leave usage be entered. Additionally, each company must complete their unique Personal Leave Message that will appear on the individual employee eligibility form. The Personal Leave Text Message can be entered by those staff within your company who have been given security access. To enter the specific message, access Compensate Employees-Administer Base Benefits- Use-Personal Leave Text Msg. If selecting this panel for the first time, select "ADD" mode; for later access, select "Update/Display". For example, if, after saving the message, a change to the message is desired, simply access this panel through "Update/Display" and enter the change. The actual Personal Leave Totals Verification notices will be printed sorted by company, maildrop, and employee name.

Each company must complete their unique Personal Leave Text Message no later than Friday, December 3, 1999.

To enter employee Personal Leave Elections, access Compensate Employees-Administer Base Benefits-Use-Personal Lv Elects by Dept. The panel that appears will show only those employees within each Department ID who qualify for personal leave. The maximum number of hours that each employee is eligible to convert is displayed on the panel. The user is to enter the actual Personal Leave Election, if any.

The Personal Leave Election process will be run January 7, 2000. All elections must be entered prior to that date. At the time the process is run, any Personal Leave Balances remaining from the prior calendar year will be deleted. If the employee is not enrolled in the Personal Leave Plan in Phoenix, the system will automatically complete the enrollment; the user is not required to do so. For the new year, employee Personal Leave Elections will be subtracted from Sick Leave. Once the process runs, the Sick Leave hours converted will be added in the Sick Leave Adjusted YTD field.

## 11/29/1999 - Bank Reconciliation

The Phoenix HRMS Bank Reconciliation program is still being tested and is now planned to be run over the December 3rd weekend. Please provide this information to the appropriate people on your payroll team.

#### 11/19/1999 - System Saturday and Holiday Hours

The Phoenix HRMS system will be available from 8 AM until 5 PM on the following holiday and Saturday dates: Saturday, November 20th, Friday, November 26th, and Saturday, November 27th. No batch processing will be submitted to run those days.

The Phoenix HRMS system will be coming down at 3 PM on Monday, November 22 to begin the batch processing for semi-monthly and monthly payrolls. We will run a calculation on those payrolls at noon. Please review any error messages and correct them before the system comes down at 3 PM.

#### 11/16/1999 - Budget Projections

Budget Projections can be requested through the system - Go, Develop Workforce, Manage Positions, Process, Budget Projection Parameters, Update/Display.

Enter the appropriate information for the budget projections needed. SAVE the panel. Do not try to run the process. The reports are set up to run at night; by saving the panel, the nightly batch processing will select the information for the projections.

#### 11/16/1999 - ERS Reports

Download into a Word doc guidelines for ERS Reports.

#### 11/12/1999 - Payroll Reconciliation

Please distribute this information to the person in your agency who is responsible for reconciling your payroll bank account.

The last day for processing PACS payroll bank reconciliations is Wednesday, November 17, 1999. Ensure that you have successfully run the reconciliations for July, August, and September. If as of today you have multiple months to process, remember that they can only be submitted for processing one at a time and in the proper monthly sequence. PACS checks still outstanding will not be converted to the Phoenix system and will become a reconciling item. We will attempt to provide a final PACS reconciliation with the first Phoenix run.

The first Phoenix payroll bank reconciliation is scheduled for Friday, November 19, 1999. The reconciliation process in Phoenix will process all agencies at the same time; therefore, it is imperative that the cleared check information from your bank has been received prior to the actual run date of the program. There will be a change in the submission procedure for agencies which still receive their cleared items from the bank on round magnetic tape reels. Continue to label the tapes as before, with your agency number and month, year. Send the tapes to my attention at DOAS, Suite 1820 West Tower, 200 Piedmont Ave., Atlanta, GA 30334. Do Not submit the tapes to the data center, and do not fill out the data processing routing sheet for the bank reconciliation job ZBR. Please send them to my office as soon as you receive them from your bank. Our schedule will be to run the reconciliation once all the banks have provided us with the cleared items. We expect this will be between the 17th and 19th of each month.

If you have any questions concerning this, please contact me at 404-651-9166 or email at [cheery@doas.state.ga.us](mailto:cheery@doas.state.ga.us).

#### 11/12/1999 - Paysheets Clarification

The pay cycle processing calendar has been designed based on the following guidelines:

The example below uses the November 16 - 30, 1999 semi-monthly pay period.

The November 15 paychecks will be confirmed on the night of November 8.

From November 9 through November 15, the payroll office should be concentrating on correcting November 15th checks; therefore, they should be adding OFF-Cycle paysheets only. Please do not add any ON-Cycle paysheets during this time.

Otherwise the following problems could result:

First, if an ON-Cycle paysheet is manually added during this time frame, the "Job Pay" indicator is not set. This disconnects the paysheet from the employee's Job Data information, and Action /Reason entries will not be automatically updated on the paysheets. This could result in an employee not receiving the correct amount of salary.

Second, if the page number you assign to these ON-Cycle paysheets is above 6999, the program that the central support office uses to create the regular paysheets will start its numbering sequence with the next highest number. Depending upon the number you last used and the number of pages that the system will assign, this could result in paysheets being numbered greater than 9999. Paysheet numbers in excess of 9999 are not accessible on-line and you are not able to view, input changes, or make corrections.

The night of November 15, we will create paysheets for the November 16 through 30 pay period.

On November 16 through November 22, the payroll office can add either OFF-Cycle or ON-Cycle paysheets, depending upon the type of check that needs to be produced. OFF-Cycle checks will be printed nightly; however, ON-Cycle checks will only be printed on November 22, confirm night for the November 30 pay cycle.

#### 11/10/1999 - Change Request Form

A form has been developed for agencies to request changes and/or enhancements to the Phoenix Financials and HRMS systems. Each agency should develop an internal approval process for change request submissions and create a list of personnel who are approved to submit the requests. Please forward the list to [sperry@doas.state.ga.us](mailto:sperry@doas.state.ga.us).

Each change request that is received will be reviewed and evaluated by the Phoenix team management. Once the review is completed, a notification of the status will be sent to the requester.

There are 3 methods to submit your request forms:

Email Financials requests to Sherrie Southern, Financials Project Manager, at [srsouthe@doas.state.ga.us](mailto:srsouthe@doas.state.ga.us) and HRMS requests to Sterling Jernigan, HRMS Project Manager, at [sjerniga@doas.state.ga.us](mailto:sjerniga@doas.state.ga.us).

Fax the request to 404-651-5113.

Mail to Financial Systems Solutions, 200 Piedmont Ave SE, 1820 West Tower, Atlanta, GA 30334.

Download The Phoenix Change Request Form.

#### 11/05/1999 - HRMS Operating Hours

The Phoenix HRMS system will be available on Saturday, November 6, from 8 am until 5 pm. Since help desk staff will be unavailable during this time, off-cycle confirmation requests should be held until Monday, when normal batch processing will be run that night.

To provide additional processing time for payroll confirms and check printing for all semi-monthly pay groups, the Phoenix HRMS system will come down at 3 pm on Monday, November 8.

#### 10/29/1999 - Pre-confirm Change Reports

The pre-confirm change reports have been produced one night before payroll confirm night. Now, the pre-confirm report will be produced 1)two nights before confirm, and 2)one night before confirm to allow agencies to view this report on two separate occasions before final calcs and confirms are processed for the pay period. This process change applies only to semi-monthly and monthly payrolls. The report will still be produced on the current schedule for weekly payrolls.

#### 10/28/1999 - Null Job Codes

Download Null Job Codes, an Excel spreadsheet of all employees currently on the null job code.

#### 10/28/1999 - News Panel

A news panel has been created for the Phoenix HRMS system. The navigation to access this new panel is: Go, News, Use, News. Check this panel daily for messages from the project team and hints and tips for using the HR, Benefits, and Payroll modules. Once in the NEWS selection panel, you may enter one of the following two character news categories or click OK to see a complete list.

NEWS Categories:

BN = Benefits News

BT = Benefits Tips

GN = General System News

HN = HR News

HT = HR Tips

PN = Payroll News

PT = Payroll Tips

#### 10/18/1999 - Leave Accrual Process

The leave accrual process was run in the nightly batch flow Friday, October 15th. However, those employees who should have accrued 6 or 7 hours of annual leave only accrued 5 hours. The necessary changes to the process will be made before it runs next time, and records in error will be corrected.

#### 10/15/1999 - Processing Off-Cycle checks (On-Demand or Manual)

When processing Off-Cycle checks (On-Demand or Manual) please use the following instructions: 1. When adding the paysheet page, ensure that the "Off-Cycle ?:" check mark is checked. Otherwise it builds an On-cycle page, and the checks will not be printed until the next regularly scheduled payroll is processed.

2. When inputting the employee identification number, tab to the employee record # field and use the drop down arrow to verify if there are multiple job records. Be sure to select the correct one for the check you are processing. After tabbing out of the empl rcd# field, verify that the displayed department id is within your agency. PeopleSoft (as delivered) does not use security to validate employee/operator restrictions in the Payline/Paysheet panels. We have attempted to add security to these panels, but this customization is not correctly reading the security tree when an employee has multiple employment records. We will have this corrected as soon as possible.

3. Step 7 of the payroll process PAY0601 On Demand Check is misleading. It says to "Click on OK to Pay, click on Disable Direct Deposit" It should read, "Click on OK to



Pay" and ensure that the Disable Direct Deposit Check Mark is checked. If it is not selected, and the employee is enrolled in direct deposit, we are printing a direct deposit advice instead of a check. At the current time, Phoenix is not offering transmitting of direct deposit for Off-Cycle checks. We will be contacting the agencies with instructions on how to correct this entry.

#### 10/08/1999 - Phoenix Payroll Information

The beginning payroll check number has been set two thousand numbers above the last number used in PACS to allow for blank check forms for manual check usage in existing PACS programs.

#### 10/07/1999 - Weekend and holiday operating hours

The Phoenix HRMS system will be up on Saturday, October 9th and Sunday, October 10th from 8 am to 5 pm. The system will also be available on the holiday, Monday, October 11th. The hours for Monday will be 8 am to 2:30 pm. GEMS, PACS, and FLEX will also be available those same days and hours. Normal nightly batch processing will be run on Saturday, Sunday, and Monday. Since Monday will be our first payroll confirm night for all semi-monthly payrolls, the system is being brought down early to provide the project team additional time.

#### 10/07/1999 - Correcting Job Codes

Download Correcting Job Codes, a Word document with instructions about updating job codes that were entered initially as "null".

#### 10/05/1999 - Payroll Processing

Download three items pertaining to year-end payroll processing in Phoenix:

Agency Timing Schedule Memo (a Word doc)

a calendar showing October through December semi-monthly and monthly payroll processing (an Excel file)

a calendar showing October through December weekly payroll processing (an Excel file)

#### 10/04/1999 - Rapid Pay Data Entry

Download Rapid Pay Data Entry, a Word document with instructions and panel shots that show you how to use this feature to search for a particular employee and correct data in a batch that was not processed overnight. If the batch has been processed, you must make the correction using Payline.

#### 9/24/1999 - Sample Pay Voucher

To view or print a sample of the pay voucher as it will appear in the new system, click on the Sample Pay Voucher selection on the left navigation menu. Choose the PDF version for best print results. You can print the contents of any Phoenix web contents page by clicking once within the page, choosing your Print icon and asking for All the pages to be printed. You may also limit the print range to a specific page or pages. Shown below are the keys to the pay voucher:

Employer

Pay Group: monthly, semi-monthly, hourly; pay period begin and end dates

Employee's name; home address; Social Security number

Employee ID#; Department=Organization #; Location: county where employee works;  
job title; pay rate: salary or hourly rate for the pay period

Tax data for federal and state; marital Status; allowances; additional percentage withheld;  
additional amount withheld

Standard hours, total earnings, and year-to-date information

Tax withholdings

Non-cash items subject to federal tax withholdings

Retirement salary

Before-tax deductions

After-tax deductions

Current and year-to-date totals of total gross, federal tax gross, MEDC gross, OASDI  
gross, total taxes, total deductions, and net pay

Leave balances

Net pay

#### 8/27/1999 - Payroll Test

We will be printing pay check images on plain white paper for the August 31st pay period, scheduled to run Wednesday night, September 1, 1999. All agency monthly and semi-monthly pay groups will be included. The primary purpose of this print run is for testing of data center operations; therefore, we will NOT automatically distribute the paper to all agencies. If your agency would like to receive these check images you must contact Gwenda Martin at (404) 463-8178, email [ghmartin@doas.state.ga.us](mailto:ghmartin@doas.state.ga.us) or Chuck Heery at (404) 651-9166, email [cheery@doas.state.ga.us](mailto:cheery@doas.state.ga.us), as soon as possible, even if you have previously contacted us.

#### 8/27/1999 - Parallel Testing

In order to be prepared for the Phoenix HRMS "Go Live" date of October 4th, we are moving parallel testing into the production environment. This will assist us with identifying any potential problems immediately rather than after we go live. All parallel testers are currently using the HRVOLTST application server (database). Beginning Monday, August 30th, they must log in to the HRPROD application server (database) to do parallel testing and data validation. They should not access HRVOLTST after today, Friday, August 27th.

The data in the HRVOLTST database will be copied over to the HRPROD database this weekend. This is not a reconversion from GEMS and PACS. On Monday, everything in the HRPROD database should look identical to what was in the HRVOLTST database as of the end of day today, Friday, August 27th.

A reconversion of GEMS and PACS data into this parallel test environment is tentatively scheduled for the weekend of September 18 - 19. Agencies will be able to access the newly converted data beginning Monday, September 20th to validate that outstanding errors have been corrected. There will still be a cleanup list the project team will need to work through to correct errors in the conversion for a small group of employees.

#### 8/13/1999 - Correcting Job and Position Data

Because of the complex interrelationship of Job, Position and Payroll data, PeopleSoft does not envision or accommodate the type of correction or backdating of transactions that the current system has allowed. The Department of Audits has also expressed their concern that the new system keep accurate records of transactions as they actually happen. Because of this, "Correction" mode for Job and Position data will currently be limited to central support staff.

However, most data entry errors can be corrected without the use of Correction mode. To accommodate this, we have added the following new Action/Reasons: DTA CJ1 Correct Job Data 1 Information

DTA CJ2 Correct Job Data 2 Information

DTA CSCCorrect Salary/Compensatn Info

DTA CBB Correct Annual Benefit Base Rt

These can be used for correcting any errors with a date the same as the current, active row. To make such a correction, insert a row, increase the effective sequence by 1, select the correct reason, then input the corrected information. The result is comparable to doing a "repeal" in GEMS.

Data entry errors involving an incorrect effective date (i.e, requiring backdating or forward-dating an effective date) will need to be done by Phoenix Central Support staff through the Help Desk.

It is important to remind data entry staff that virtually all data entry errors can be caught and fixed without the need to insert additional rows or backdate or forward-date transactions. Even if the operator has done a save, they can still correct and change the data as long as they have not "red-Xed" out of that record. Careful proofing is the key before going on to the next entry.

We have also added new Action/Reasons for the correction of position data:

POS CP1 Correct Position Data 1 Inform

POS CP2 Correct Position Data 2 Inform

POS CP3 Correct Position Data 3 Inform

Because there is no sequence number on position, only one correction reason can be used for a particular effective date, and it must be at least one day later than the current, active row. Corrections to more than one panel would need to be noted on subsequent days, or recorded in the Comments field on Position Supp Info.

#### New Position Numbers

We have had a number of questions regarding how to find Phoenix position numbers for relatively-new GEMS positions not included in the position number conversion spreadsheets previously distributed.

The simplest way to determine Phoenix position numbers for GEMS positions is to go to:

#### Develop Workforce/Manage Positions/Inquire/GEMS Position History

Enter the GEMS position number and company number and the information returned will include both the old and new position numbers.

Please remember that Phoenix numbers for positions not in the original spreadsheet are assigned "on-the-fly" during each conversion. Therefore the position numbers you see during parallel testing for newer positions will not be the same as when we go into production.

Also, **DO NOT TRY TO USE GEMS POSITION NUMBERS FOR TRANSACTIONS IN PHOENIX.** The Phoenix number for a position is always different from the GEMS position number. If you use a GEMS position number, you will find that you have actually transferred the employee to a different company and will not be able to retrieve them.

#### 8/12/1999 - HRMS Reports in InfoPac

Due to difficulties many users have encountered trying to access the Phoenix HRMS reports in the test version of Infopac, we have decided to use the production Infopac system for distribution. From a "GO" screen, you will need to type 'SSSINFO' to access the Infopac sign-on screen. For those accessing Infopac through the Network Director (NETDIR), you should be able to see your reports using your current menu option for Infopac.

#### 8/6/1999 - Batch Naming Convention

After reviewing the Rapid Pay Data Entry batches processed during the first few weeks of parallel testing, it has been determined that implementation of a batch naming convention will assist the agencies as well as the central support staff. Our recommended naming convention will sort the batches in agency order. Please use the following convention within your agency.

When setting up a Batch Header, use the agency/company number as the first three characters of the Pay Data Batch Id. For example, an hourly batch at DOAS would be 401Hourly. You may use up to ten characters in the Batch Header. The first three would be the agency number and the last seven would be free form, for the agency to use to differentiate between batch types.

Please make a note of this in Exercise 9 of the Module 2: Maintaining Employee Payroll Data training guide.

### 8/3/1999 - Parallel Testing

Even if your agency is not participating directly in HRMS parallel testing, data validation and testing the entry of HR transactions for all agencies in Phoenix needs to begin. You may download several documents to assist you with this task. The first document, parallel memo, gives you information on data conversion from the GEMS/PACS system as well as instructions on how to access the Phoenix HRMS parallel test system. The second document, validate data, contains information to assist you with your data validation activities. The third document, employee/position/budget contains instructions on how to request an Employee/Position/Budget Status report in the new system.

### 7/30/1999 - Partial Pay Employees

The Word doc, Partial Payment, contains directions about how to ensure that employees who are placed into a "Partial Pay" status will have a check calculated. Without manual intervention by agency staff, partial pay employees' checks WILL NOT be successfully calculated .

### 7/27/1999 - Instructions on how to access reports in InfoPac

Step-by-step instructions on how to access reports in InfoPac were sent to users on July 19, 1999. During the Phoenix HRMS parallel test, a test InfoPac system will be used to view and distribute reports. Download a revised Word document with corrected instructions, InfoPac, about how to get into the production InfoPac system. Most reports

being produced during the parallel test are automatically printed as soon as they are sent to InfoPac. However, if you do not get an expected report, you can access the InfoPac test system to verify it was produced and to view the contents of the report.

#### 6/28/1999 - Parallel Testing and Production Cut-over Strategy

Download the parallel test and production cut-over strategy document into a Word doc, Phoenix HRMS Parallel Test and Production Cut-Over Strategy, and a calendar, Summary Calendar in Excel format.

#### 5/17/1999 - Benefit Programs Update

The state's benefit programs have been updated from the 11/03/98 entry below to reflect some changes in program descriptions and to include an additional program. The total number of state benefit programs is now six. Changes are noted in parentheses.

CNV - Conversion Program (no benefits) is defined for conversion purposes only. (no change)

FLX - Flexible Benefits Program is to be used for employees eligible to participate in the State of Georgia Flexible Benefits and Health Programs. Employees who are currently eligible to participate in FLEX and who have records in the current FLEX system will be placed in the PeopleSoft FLX program. These employees are eligible for retirement, leave, deferred compensation, and departmental options. (additional sentence)

NBP - No Benefits (Garnishments Only) is to be used for employees who are not eligible to participate in Flexible Benefits, State Health Benefits Plans, Deferred Compensation or retirement. This Benefit Program is reserved for use by employees who would have garnishments and Defined Contribution. (additional words)

NOF - All but FLEX (No FLEX-No SHBP) is to be used for employees who do not meet the eligibility requirements for Flexible Benefits or State Health Benefit Plans. These employees may, however, be eligible for various other benefits such as leave, retirement, Deferred Compensation, agency sponsored plans. (no change)



RET - Retirement Benefit Program is to be used strictly for employees retired from active State service. (no change)

NSW - Non Statewide is for use by the Pension Administration area only. State companies will not use this program; however, under certain circumstances, a state company may transfer an employee out of the NSW Benefit Program. (new program)

#### 5/14/1999 - Download Forms

Three forms have been developed to assist with entering personnel and payroll transactions into the Phoenix HRMS system. Please download and distribute them to the appropriate agency personnel:

Request for Personnel Action Form

Request for Payroll Action Form

Request for Payroll General Deduction Form

#### 4/2/1999 - Savings Bonds: Update

The savings bond process will not change as first thought (see 11/03/98 entry below). Each agency will continue to receive their Federal Reserve "out" tapes, prepared by DOAS, and forward the tape(s) and any remittance directly to the The Federal Reserve Bank in Richmond, VA.

#### 2/26/1999 - New pay stubs

Here is a description, along with key words, of the pay stubs, also called vouchers, as they will appear in the new system. Following the description, you will find a visual sample of a Phoenix pay voucher.

To understand some of the terms used in Phoenix, here's an explanation: Pay Group is how the payroll system combines employees in order to pay them

Advice is the name of the pay voucher for an employee on direct deposit

Department is an organization number

Location will generally equate to the county where you work

The Phoenix paycheck format will differ from your current paychecks in a variety of ways. Your social security number will still appear on the check voucher, but a new identifier called Employee ID will also be printed on it. This Employee ID is a system-generated number and will be the main identifier for you throughout the Phoenix Human Resource Management System (HRMS). This will provide greater security of your personal information since the Employee ID will appear on most reports rather than the social security number.

Earnings and deductions will be identified with a more descriptive title, e.g., Regular Salaried instead of 98-Reg.Sal.

Deductions will be separated into several groups: taxes, after-tax, and before-tax.

All tax deductions will be printed in one area of the voucher with totals. Tax computations will differ in amounts by a few cents due to different calculation rules.

Plus, supplemental income such as Overtime Pay will be taxed at the same tax table rates as your regular salary instead of the current flat rate of 28%. Earned Income Credit will no longer be treated as an income amount as it is currently. It will show as a negative tax deduction, which means it still adds to your net pay. For those people who have earned income credit, it is just shown in a different area on the pay voucher.

Non-cash items such as vehicle allowance and imputed income (FLEX life insurance over \$50,000 is subject to federal tax withholdings) will be printed in a separate area.

The remaining deductions will be separated based on whether the deduction reduces gross income before taxes are computed or after taxes are computed. Another change is that the Flexible Benefits deductions will be printed as individual options rather than as a lump sum of all pre-tax and all after-tax. Therefore, you will see the individual options such as life insurance, dental insurance, long term disability, etc. on your voucher. Since deductions are being standardized, some (agency specific) deductions may come out in a

different pay period from what they do currently, e.g., AFLAC will be deducted on the second pay period instead of the first pay period.

Leave balances will still be printed on the pay voucher. A new category of Holiday Leave will be included with the other leave balances. The forfeited leave for annual and sick leave will be combined within Phoenix and will be shown on the voucher as one balance. Leave usage for the previous pay period will not be printed. Leave balances will be expressed in hours and thousandths of hours.

The following items will not appear on your Phoenix voucher: personnel actions such as promotions and salary advances; payroll data changes such as credit union and deduction changes. Click on pay stub for a visual sample.

#### 12/23/1998 – Supplemental Pay Taxation

In the current payroll system (PACS), income such as overtime or shift pay is taxed using the supplemental rule of 28% at the federal level. The state percentage varies from one to six percent, based upon the employee's annual tax liability. In the new system, all income will be combined and taxed according to the employee's withholding status. The federal supplemental rate of 28% will no longer apply.

#### 11/03/1998 - Benefit Programs

PeopleSoft Base Benefits requires that "Benefit Programs" be defined. Each employee for whom a base Human Resource record exists within PeopleSoft must be "enrolled" in a Benefit Program. By requiring that different Benefit Programs be established, PeopleSoft creates an elementary eligibility mechanism by which employees can be categorized. For the State of Georgia, five (5) Benefit Programs have been defined, as follows:

CNV - Conversion Program (no benefits) is defined for conversion purposes only.

FLX - Flexible Benefits Program is to be used for employees eligible to participate in the State of Georgia Flexible Benefits Program. Employees who are currently eligible to participate in FLEX and who have records in the current FLEX system will be placed in the PeopleSoft FLX program.

NBP - No Benefits (Garnishments Only) is to be used for employees who are not eligible to participate in Flexible Benefits, State Health Benefits Plans, Deferred Compensation or

retirement. This Benefit Program is reserved for use by employees who would only have garnishments.

NOF - All but FLEX (No FLEX-No SHBP) is to be used for employees who do not meet the eligibility requirements for Flexible Benefits or State Health Benefit Plans. These employees may, however, be eligible for various other benefits such as leave, retirement, Deferred Compensation, agency sponsored plans.

RET - Retirement Benefit Program is to be used strictly for employees retired from active State service.

#### 11/03/1998 - Centralized Tables

There will be a centralized earning and deduction table that will be maintained by Financial Systems Solutions (FSS). Work is currently underway to consolidate earning and deduction codes from the PACS system before the conversion to PeopleSoft is complete. In some cases, there are many codes in the system which actually mean the same thing but are defined differently. The garnishment table will also be maintained centrally by FSS, to ensure coordination with the statewide vendor table.

#### 11/03/1998 - Centralized Processing

FSS will be responsible for scheduling and running the batch processes for all state agencies: for example, running payroll, updating leave, producing reports, etc. The basic principle of the central processing office for scheduling will be to ensure that reliable system performance is maintained on a daily basis.

#### 11/03/1998 - Closeout Checks

Payments to vendors for payroll related deductions will be generated in the Financials Accounts Payable Module. The HRMS Payroll Module will only produce employee payments.

#### 11/03/1998 - PERS Certified Payroll

Certified payroll processing will be discontinued once the June 1999 payroll is closed. The reporting procedure by the DHR county payroll offices to the Georgia Department of Labor and the Employees' Retirement System is currently being reviewed.

#### 11/03/1998 - Savings Bonds

Savings bonds will be processed in a centralized environment, with the Georgia Merit System as the coordinating agency. One "out" tape containing all state agency employees' data will be distributed to the Federal Reserve.

#### 9/11/1998 - Location Table

Research indicates that currently there is not a sole database that contains the physical location of all the buildings in which state employees work. In addition, our legacy systems contain only county-level, rather than building-level data. During conversion, this county data will be rolled into the new system. Post-production, Location will be defined in the table by Zip Code/County/City to allow much of the same reporting as using building location.

#### 9/11/1998 - Transfers between agencies

For interagency transfers, PeopleSoft recommends that the employee's current agency "push" the employee's data to the new agency. However, there are a number of circumstances where this is not practical for the State of Georgia. PeopleSoft will be modified to add panels where it will be possible to obtain the data necessary to be able to either "pull" the employee to the new agency or to contact the current agency to put the employee in a status where they may be pulled.

#### 9/11/1998 - Recruiting

As delivered, the Recruit Workforce module does not provide the range of functionality needed to meet the requirements of the State of Georgia. The Georgia Merit System is exploring third-party alternatives to Recruit Workforce, as well as the cost of modifying PeopleSoft to add the required features.

#### 9/11/1998 - W-2's

W-2's will be printed on a single date once all agencies have balanced. Currently each agency requests W-2 printing independently.

#### 9/11/1998 - Pay stubs

Individualized messages, such as credit union changes and personnel action changes, will not be included on pay stubs.

#### 9/11/1998 - Time and Labor

Currently, the Time and Labor module will not be implemented for July '99. If benefits to the agencies become apparent after that time, we may revisit the time and labor functionality.

#### 9/11/1998 - Budget reporting

The HRMS system does not provide current and next year budget projection reporting. We will be meeting with OPB and LBO to discuss their current requirements so we can create the appropriate functionality in PeopleSoft.

#### 7/15/1998 - Employee ID

Proposal to the Steering Committee: Use a system generated number as the Employee Identification Number.

Status: Approved

Social Security Number (SSN) will be stored as a non-key data element. The system allows for employee look up by the system-generated number, the employee's name, or the employee's SSN.

#### 7/15/1998 – Salary Plan Structure and Practices

Proposal to the Steering Committee: Create new statewide pay plans that will use pay grades and subgrades. Increments within pay grades will no longer be used. Create a new senior executive pay plan. The state should also change any practices that would require a forced manipulation of the delivered software.

Status: Approved.

7/15/1998 – Definition and Management of HRMS and Financial Common Tables.

Proposal to the Steering Committee: Have the Organization Table in Financials and the Department Table in HRMS contain identical values. Even though named differently, these two tables perform basically the same functions. The tables will be defined and maintained at the agency level and each agency will be responsible for ensuring that the tables have a sufficient level of detail to meet the needs of both the agency's HRMS and Financials organizations. This means that the Organization Table will have some values that only pertain to the Department Table and vice versa. This requires the maintenance of only one set of values, stored in two tables.

Status: Approved.

7/15/1998 – Taxability of Imputed Income

Proposal to Steering Committee: Adopt a statewide policy for the tax withholding method for imputed income. The proposed method is for all agencies to treat the taxation of imputed income the same by not withholding federal or state taxes from payroll checks. The employee would handle the taxes at the end of the year. This proposal should be implemented January 1, 1999 at the beginning of the tax year. Status: Approved.